



To: All DCPS Employees
From: Michelle Rhee
Date: October 2, 2009

Subject: 10-09 Compliance Reminder – Email Use

Our District of Columbia Public Schools (“DCPS”) email accounts allow us to communicate with our colleagues more efficiently and effectively, so we can better support our students. We do not own these accounts, however; the District of Columbia government does. As such, there should be **no expectation of privacy** in any message sent to or from a DCPS email account. In fact, under the Freedom of Information Act (“FOIA”), **members of the public and the media can obtain DCPS email** upon request.

With this in mind, please review the information below to ensure you are using your email for work-appropriate purposes only. Those who use their email accounts inappropriately **may have their accounts frozen and risk disciplinary action.**

Prohibited Uses

The following are examples of inappropriate and prohibited uses of your DCPS email:

- Advertising or promoting any private business enterprise or activity
- Sending or forwarding any sexually explicit material
- The use of profane, discriminatory or harassing language
- Sending or forwarding chain letters of any kind
- Setting your account to forward automatically to an outside email address

Permitted Uses

The following are examples of permissible uses of your DCPS email:

- Communication directly related to your work
- Research in support of your work
- **Incidental** personal purposes, so long as such use does not:
 - Interfere in any way with the operation of the D.C. government’s computer or email systems;
 - Burden the D.C. government with additional cost; or
 - Interfere in any way with your employment or obligations to DCPS.
- Announcement of DCPS procedures, policies, rules, services, programs, information or activities, so long as such announcements comply with the policies developed by the Office of the Chief Technology Officer (“OCTO”) and the DCPS Office of Family and Public Engagement

Resources

For more information please review the [OTCO Email Policy](#).

Questions? Comments? Concerns?

If you have any questions about the email policy or information about potential violations, contact the DCPS Office of Compliance at (202) 442-5885. If you receive any sexually explicit, profane, discriminatory or harassing emails in your DCPS account, **do not forward them.**

Immediately notify your supervisor and OCTO’s Computer Emergency Response Team (“CERT”). CERT can be reached at cert@dc.gov.